



KARCZEWSKI | BRADSHAW | SPALDING
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Holly A. Sherman
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November 9, 2018

Via Certified Mail, Return Receipt Requested

Ms. Sarika Ram
MuckRock News
DEPT MR 58519
411A Highland Avenue
Somerville, MA 02144-2516

Re: Public Information Request Submitted to Santa Fe Independent School District

Dear Ms. Ram:

Enclosed please find additional documents responsive to your request for information received by the Santa Fe Independent School District ("SFISD") on July 31, 2018. These documents are being produced to you in accordance with OR2018-26580.

Sincerely,

KARCZEWSKI | BRADSHAW | SPALDING

A handwritten signature in black ink that reads 'Holly Sherman' in a cursive script.

Holly A. Sherman

Santa Fe Independent School District Multi-Hazard Emergency Operations Plan



Prepare, Achieve, Succeed

Effective Date: September 22, 2015

PROMULGATION STATEMENT APPROVAL AND
IMPLEMENTATION

The Santa Fe Independent School District is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, the School Board has asked for a review of the Santa Fe ISD emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of the Santa Fe Independent School District. It is a result of a comprehensive review and update of school procedures in the context of its location in cities and communities the district serves. It recognizes the potential for events occurring both within the school environment and outside the school affected by factors beyond school control. We support its recommendations and commit Santa Fe Independent School District resources to ongoing training, exercises, and maintenance required to maintain the readiness of school personnel and keep it current on school crisis management.

This plan is a guide that relies on the commitment and expertise of individuals within and outside of the Santa Fe Independent School District community. Furthermore, it clearly communicates to our emergency management partners an ongoing commitment to monitor and stay current on emergency management practices and advisories essential to responding to school emergencies.

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

Dr. Leigh Wall
Santa Fe ISD Superintendent of Schools

CRISIS MANAGEMENT PLAN
TABLE OF CONTENTS AND RECORD OF CHANGES

CRISIS MANAGEMENT PLAN

TABLE OF CONTENTS AND RECORD OF CHANGES

ANNEX K

Human-Caused Hazards

SANTA FE INDEPENDENT SCHOOL DISTRICT

APPROVAL & IMPLEMENTATION

Annex K

Human-Caused Hazard

Signature

Date

Signature

Date

3. Advise appropriate state and federal agencies.

local emergency responders, other agencies, and industry requests will be made for assistance from

The District Chief of Police

call the police at 911. Notify the SFISD Police

- Immediately call 911 for police assistance, notify SFISD Police,

police arrive

police.

police enter

- As police respond
(*Responding police officers*

police

police instructions.)

by law enforcement

- Notify the SFISD Police

call the Santa Fe ISD Police Department
police

officers

Department and necessary law enforcement agencies or specialized teams
police,
Officers

police . The Police

- The Police Supervisor

police officer.

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I

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r

SFISD Police Department

police

police.

the police

SFISD Police

police

police.

police.

police

SFISD Police

police.

Santa Fe ISD Police Department

Always verify authorization to release information and persons authorized to pick up students from school.

police

SFISD Police. _____ police

Unidentified Visitors/Loiterers/Tresspassers

Any unauthorized visitor, trespasser, or loiterer who does not appear to be armed is an intruder.

- Escort any visitor, not displaying a Raptor badge, to the front office to be screened and issued a badge.
- Once it is determined an individual has no legitimate business on school property, instruct the person to leave the campus. Two or more administrators or staff members should do this when possible. Be professional and cordial, and attempt to acquire the person's name.

SFISD Police

SFISD Police

Police Dispatcher

police

police officer(s)

police

- Notify the Santa Fe ISD Police Department.

Santa Fe ISD Police Department
The police department.

SFISD Police

Santa Fe ISD Police Chief
chief/designee

: Santa Fe ISD Police Department

police

police

police

SFISD Police

uniformed officer.

10

police officer.

officer
Fire
to return.)

Police

District Chief of Police,

ANNEX K

Human-Caused Hazards

SANTA FE INDEPENDENT SCHOOL DISTRICT

APPROVAL & IMPLEMENTATION

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Human-Caused Hazard

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DEM	Division of Emergency Management
DPS	Department of Public Safety
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICS	Incident Command System
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TxDOT	Texas Department of Transportation
NWS	National Weather Service

1 state and federal agencies

3. School-based Law Enforcement will:

requests will be made for
assistance from local emergency responders, other agencies, and industry

The District Chief of Police